

**CONFIDENTIAL**  
(CLASSIFICATION)

62-3338

# ACTION MEMORANDUM

## OFFICE OF THE DIRECTOR

Action Memorandum No. A-11

Date 15 May 1962

TO : General Counsel

SUBJECT : Signatures

REFERENCE:

1. At today's Staff Meeting, it was agreed by the DCI that it is in order for the Legislative Counsel to sign and transmit directly to members of the Congress correspondence of a day-to-day or routine nature.

2. The DCI and/or DDCI will continue to sign all correspondence to Congress of a policy nature or where they have a personal relationship with the Congressman.

(signed) Lyman B. Kirkpatrick

**Lyman B. Kirkpatrick**  
Executive Director

LBK/jrc

Distribution:

Orig & 1 - Addressee

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SUSPENSE DATE:

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*Exec Dir*

CENTRAL INTELLIGENCE AGENCY

OFFICE OF THE DEPUTY DIRECTOR

Ex-1:

The Director would like to have this condensed and sanitized for more general use, still classified, say "SECRET".

We should keep current OB on Cuba with ability to brief orally as required

TKR